

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEA105868150D

Opening Date: September 28, 2005

Closing Date: October 04, 2005

Position: EDUCATION TECHNICIAN (OFFICE AUTOMATION), GS-1702-4/ FPL 04
Salary: \$26,686 - \$34,689 Annual
Place of Work: Tobyhanna Army Depot, Dir/Business Mgmt, Technical Development Div, Tobyhanna PA 18466
Position Status: This is a Permanent position. -- Part Time
Number of Vacancy: 01

Link to job announcement at <http://acpol.army.mil/employment> for more information.

Duties: You will provide assistance to the Education Division staff performing a variety of technical and clerical duties. Receive visitor and telephone calls answering routine questions such as those concerning availability of courses, tuition assistance eligibility, or procedures for transfer of credits. Perform initial assessment and problem solving with clients. Compose correspondence relating to clients needs or administrative tasking (i.e., requests for transcripts, test scores, etc.). Serve as POC on all non-government contracts establishing purchase orders, obligates funds, provides written instructions to contractors and receives verification of confirmation. Maintain a variety of office logs and suspense files. Maintain client education files and office files. Use office automation equipment and word processing software to perform a variety of word-processing, database management, electronic mail, and graphics functions. Create signs and schedules.

About the Position: Tobyhanna Army Depot is the largest, full-service electronics maintenance facility in the Department of Defense with a total installation work force of more than 4,400. The depot's mission includes design, manufacture, repair and overhaul of hundreds of electronic systems for all branches of the Armed Forces. They include satellite terminals, radio and radar systems, secure communications, electro-optics, night vision and anti-intrusion devices, airborne surveillance equipment, navigational instruments, electronic warfare, and guidance and control systems for tactical missiles. For over 50 years, Tobyhanna personnel have built a tradition of unparalleled customer satisfaction through the delivery of timely, cost-effective, and high-quality products and services. Located in Northeastern Pennsylvania, near Stroudsburg, Scranton and Wilkes-Barre, the depot is readily accessible to major East Coast cities, interstate highways, railways, international airports, colleges and universities.

Who May Apply: (Click on Who May Apply)

THIS IS A DELEGATED EXAMINING ANNOUNCEMENT OPEN TO ALL U.S. CITIZENS.
Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications: Click on link below to view qualification standard.

General Schedule

This is a JOB SHARE POSITION. You will work Tuesday, Wednesday and Friday. Alternate work schedule may be available at a later date for those interested. **GENERAL EXPERIENCE:** Qualified candidates for this Education Technician (OA) position, must show in their resume that they possess one year of progressive responsible general experience performing a variety of procedural administrative and miscellaneous clerical duties to include office automation.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-04: One year of general experience equivalent to the next lower grade, or 2 years of higher education above High School, or a combination of experience and education.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Other Information:(Click on Other Information)

The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf

To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.

Permanent Change of Station (PCS) expenses are not authorized.

Other Advantages: This job provides an excellent opportunity to make a positive contribution to the U.S. Army vision.

Other Requirements:(Click on Other Requirements)

Personnel security investigation required.

You will be required to provide proof of U.S. Citizenship.

You may claim Military Spouse Preference.

Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

One year trial/probationary period may be required.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

Resumes must be received by the closing date of this announcement.

Resume must be postmarked by the closing date and received in the CPOC within 1 days.

Self-nomination must be submitted by the closing date.

Resume must be on file in our centralized database.

Announcements close at 12:00am (midnight) Eastern Time.

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Resume Processing Center, 410-306-0137, applicanthelp@cpsrxtp.belvoir.army.mil

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